

Tender Document

Repair and Maintenance of Lab Instrument for Bioscience Department



COMSATS University Islamabad
Park Road, Islamabad

Table of Content

Tender Notice	3
Key Points	4
Table # 1	4
Technical Evaluation Criteria:	4
Table # 2: Mandatory Requirements:.....	4
FINANCIAL PROPOSAL	5
Technical Compliance Performa	11
General Terms & Conditions of the Tender	18
Contact person and Submission of Bids:	18
Validity of Bids:	18
Price of the Bid:	18
Bid Currencies & Bid Security:.....	19
Clarification of Bidding Document:.....	19
Opening of Bids:	20
Influencing the evaluation process:.....	20
Qualification & Evaluation of Bids:	20
Notification of Evaluation Reports:.....	21
Corrupt or Fraudulent Practices & Blacklisting:.....	21
Right to Accept or Reject Bids:	22
Award of Contract:	22
Notification of Award:.....	22
Delivery Information for deliverable items:	22
For Services Information:.....	23
Legal Document.....	24
Declaration Form	25

1. Tender Notice

COMSATS University Islamabad CUI-Proc/(TN-723/3/2026)

Repair and Maintenance of Lab Instrument for Bioscience Department

1. COMSATS University Islamabad (CUI), a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Two-Envelope**” method from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR.
2. The Bid Security for the Bid is **Rs.150,000/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad” (FTN/NTN: 9013701-9); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date & time of the tender to COMSATS University Islamabad on the address given below.
3. The complete Tendering process shall be carried out through EPADS.
4. Interested bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk> and submit their tender documents on EPADS.
5. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.
6. Closing date of submission is **March 12 2026, by 1100 hours**. The technical bids shall be opened **half hour after the closing time** in the presence of the bidders who wish to be present, in Room No. G-6/G-8, Ground Floor, Faculty Block-I, COMSATS University Islamabad.
7. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Contact Person and Submission



In-Charge Procurement
COMSATS University Islamabad
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
[Tel: 051-90495242, 051-9049-5154, 051-9049-5122](tel:051-90495242),
Email: mazhar_khan@comsats.edu.pk

2. Key Points

Table # 1

S.N	Detail	Specification
1.	Validity of Bid	90 Days from the date of Closing of Bids
2.	Award of Contract / W.O	Item-wise selection
3.	Delivery time	40 Days from the date of issuance of W.O
4.	Method	Single Stage Two Envelope
5.	Closing Date & Time	March 12, 2026, by 1100 hours
6.	Opening Date & Time	Half Hour after the Closing Time on the same day
7.	Bid Security Amount (Under Rule 25 of PPRA Rules 2004)	Rs.150,000 /- (Refundable)
8.	Delivery Location (Arrangement of Labor included in the cost)	Store Section -Entry through Gate 1, behind Main Library Building. Store (Contract No 051-9049-6035)

3. Technical Evaluation Criteria:

Table # 2: Mandatory Requirements:

	Detail	Criteria	Envelope
1.	Financial Bid / Quotation (Strictly as per CUI pattern) <i>Any alteration/addition/deletion shall dis-qualify the bidder from the bidding process</i>	Mandatory	Financial Bid
2.	Draft of Bid Security (To be Physically Submitted to Purchase Section on the Closing Date)	Mandatory	Technical Bid
3.	Declaration Form	Mandatory	
4.	Active Taxpayer List (ATL) of FBR Status as "Active" in I.T and Compliance Level is 100% in GST	Mandatory	
5.	Certificate of non-blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) OR letterhead that the firm/company is neither blacklisted nor in litigation with any public sector client	Mandatory	
6.	Compliance with CUI requirement/Specification Mentioning Brand Name is mandatory. Blank technical sheet shall be treated as non-compliance and may result in rejection of tender / bid	Mandatory	
7.	Submission of Tender document through EPADS as well as one hard copy (Technical Bid Envelope, Financial Bid Envelope, Bid Security as per prescribed time in the tender notice).	Mandatory	
8.	Professional Experience List of 3 executed/ similar contracts of over Rs.500,000/- each for Different Clients in the last 5 Year (attached proof is mandatory).	Mandatory	
9.	Repair & Maintenance Period: The bidder shall provide free of cost repair & maintenance of executed work for 06 months from the date of contract completion. (In case of any fault / damage).	Mandatory	

- Failing in any of the mandatory requirements shall disqualify the bidder from the bidding process.
- After evaluation of bidders in technical evaluation process, financial bids of technically qualified bidders shall be only opened later on prior notice.
- **DO NOT attach any information or portfolio which is not requested.**

4. FINANCIAL PROPOSAL

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Repair and Maintenance of Lab Instrument for Bioscience Department

SN	Specification	Qty	Unit Price (GST Excl)	GST Amount (If any)	Unit Price (GST Incl)	Total Cost (GST Incl)
1	Item/Model Thermal Cyclor Lab/Location: FGL/111 Reported Fault: Unknown malfunction Repair/Maintenance Need: Diagnostic check required	1				
2	Item/Model: Thermal Cyclor Lab/Location: FGL/Core Lab Reported Fault: Calibration required Repair/Maintenance Need: Professional calibration service	1				
3	Item/Model: Master Cyclor Lab/Location: BMBB Reported Fault: Display panel malfunction Repair/Maintenance Need: Replace/repair display unit	1				
4	Item/Model: StepOne Real-Time PCR Lab/Location: TGL Reported Fault: Calibration failure Repair/Maintenance Need: Recalibration/service check	1				
5	Item/Model: Thermal Cyclor Lab/Location: FGL/111 Reported Fault: Not operational Repair/Maintenance Need: Major repair	1				
6	Item/Model: Thermal Cyclor Lab/Location: MVL/G03 Reported Fault: Heating lid issue Repair/Maintenance Need: Lid heating system repair	1				
7	Item/Model: PCR Machine Lab/Location: GL-1 Reported Fault: PCBA dysfunction, error mode Repair/Maintenance Need: Circuit board repair/replacement	1				
8	Item/Model: Thermocycler (Biometra) Lab/Location: MPHL Reported Fault: General repair needed Repair/Maintenance Need: Service check	1				
9	Item/Model: Thermocycler (BioRad PTC-1148) Lab/Location: MPHL Reported Fault: Possible lid issue Repair/Maintenance Need: Lid repair/replacement	1				

10	Item/Model: ABI PCR System 9700 Lab/Location: TGL Reported Fault: Powers ON only Repair/Maintenance Need: Electrical/system repair	1				
11	Item/Model: TC-TE Boeco PCR Lab/Location: TGL Reported Fault: Not working properly Repair/Maintenance Need: Service check	1				
12	Item/Model: Alpha Cyclor AC196 Lab/Location: TGL Reported Fault: Not operational Repair/Maintenance Need: Major repair	1				
13	Item/Model: ProFlex PCR System Lab/Location: TGL Reported Fault: Not working properly Repair/Maintenance Need: Service check	1				
14	Item/Model: Centrifuge Lab/Location: CGEL Reported Fault: Rotor balancing problem Repair/Maintenance Need: Rotor alignment service	1				
15	Item/Model: Centrifuge Lab/Location: FGL/111 Reported Fault: Not operational Repair/Maintenance Need: Full repair/replacement	1				
16	Item/Model: Steel Buckets (15 mL) Lab/Location: AMBL Reported Fault: Buckets damaged/missing Repair/Maintenance Need: New fabrication	1				
17	Item/Model: Centrifuge Lab/Location: TGL/109 Reported Fault: Seal leakage Repair/Maintenance Need: Seal replacement	1				
18	Item/Model: Centrifuge Lab/Location: MVL/G03 Reported Fault: Lid adjustment issue Repair/Maintenance Need: Lid repair	1				
19	Item/Model: Table-top Centrifuge (Eppendorf 5810R) Lab/Location: MPHL Reported Fault: Needs replacement/repair Repair/Maintenance Need: Service check	1				
20	Item/Model: Centrifuge (Eppendorf 5427R) Lab/Location: MPHL Reported Fault: Sensor malfunction Repair/Maintenance Need: Sensor repair	1				
21	Item/Model: Centrifuge (Sigma Desktop 1-16 IVD) Lab/Location: MPHL Reported Fault: General repair Repair/Maintenance Need: Service check	1				
22	Item/Model: Centrifuge Sigma 3-18K Lab/Location: BMBB/28 Reported Fault: Not working properly Repair/Maintenance Need: Minor repair	1				

23	Item/Model: Centrifuge Thermo Scientifc (Sorvall Legend Micro 21R) Lab/Location BMBB/28 Reported Fault: Not working properly Repair/Maintenance Need: Repair	1				
24	Item/Model: Incubator Lab/Location BMBB/28 Reported Fault: Uncontrolled Temperature Repair/Maintenance Need: Repair	1				
25	Item/Model: Shaking Incubator Lab/Location AMBL Reported Fault: Touch pad not working Repair/Maintenance Need: Touch pad repair/replacement	1				
26	Item/Model: Water Bath Lab/Location MVL/G03 Reported Fault: : Not operational Repair/Maintenance Need: Major repair	1				
27	Item/Model Shaker Incubator Lab/Location: MVL/G03 Reported Fault: Programming issue Repair/Maintenance Need: Software/firmware reprogramming	1				
28	Item/Model: Digital Incubator-2 Lab/Location: GL-1 Reported Fault Exhaust fan faulty Repair/Maintenance Need: Fan replacement	1				
29	Item/Model: Rotary Shaker (Firstek S302) Lab/Location MPHL Reported Fault: Thermostat card fault Repair/Maintenance Need: Card repair	1				
30	Item/Model: Hot Plate (white) + Magnetic Stirrer Lab/Location: AMBL Reported Fault: Heating issue Repair/Maintenance Need: Heating element repair	1				
31	Item/Model: Hot Plate (blue) Lab/Location: AMBL Reported Fault: Heating issue Repair/Maintenance Need: : Heating element repair	1				
32	Item/Model: Hot Plate with Magnetic Stirrer Lab/Location BMBB Reported Fault Not operational Repair/Maintenance Need Replacement required	1				
33	Item/Model: Magnetic Stirrer (China 78-1) Lab/Location MPHL Reported Fault Capacitor fault Repair/Maintenance Need: Capacitor replacement	1				
34	Item/Model pH Meter (EZDO) Lab/Location MPHL Reported Fault Probe malfunction Repair/Maintenance Need: : Probe replacement	1				
35	Item/Model pH Meter (Hana HI 2002) Lab/Location MPHL Reported Fault Electrode fault Repair/Maintenance Need: Electrode repair	1				

36	Item/Model: pH Meter Lab/Location FGL/111 Reported Fault Calibration required Repair/Maintenance Need: Calibration service	1				
37	Item/Model pH Meter Lab/Location AMBL Reported Fault Electrode fault Repair/Maintenance Need: Electrode replacement	1				
38	Item/Model: Thermal Block Lab/Location: BMBB Reported Fault Heater fault Repair/Maintenance Need: Heater replacement	1				
39	Item/Model Micro UV-Vis Spectrophotometer Lab/Location TGL Reported Fault Not operational Repair/Maintenance Need Major repair	1				
40	Item/Model Nanodrop Spectrophotometer Lab/Location BMBB Reported Fault Detection problem Repair/Maintenance Need Optical system repair	1				
41	Item/Model Spectrophotometer Lab/Location FGL/111 Reported Fault Calibration required Repair/Maintenance Need Calibration service	1				
42	Item/Model Spectrophotometer Lab/Location GL-1 Reported Fault UV Lamp Fault Repair/Maintenance Need Lamp replacement	1				
43	Item/Model Micro UV-Vis Spectrophotometer Lab/Location TGL Reported Fault Not operational Repair/Maintenance Need Major repair	1				
44	Item/Model Vertical Gel Electrophoresis Lab/Location GL-1 Reported Fault Wire broken Repair/Maintenance Need Wire replacement	1				
45	Item/Model Spectrophotometer Lab/Location GL-1 Reported Fault UV Lamp Fault Repair/Maintenance Need Lamp replacement	1				
46	Item/Model Gel Documentation System Lab/Location CGEL/129 Reported Fault UV Lamp Fault Repair/Maintenance Need: Lamp replacement	1				
47	Item/Model Nanopure Lab/Location FGL/110 Reported Fault Fault unspecified Repair/Maintenance Need Diagnostic check	1				
48	Item/Model Spectrophotometer Genesys 1-S Lab/Location MPHL Reported Fault Calibration issue/obsolete Repair/Maintenance Need Calibration or replacement	1				

49	Item/Model Water Distillation Plant Lab/Location GL-1 Reported Fault Broken elbow joint Repair/Maintenance Need Part replacement	1				
50	Item/Model Automatic Water Distillation Lab/Location GL2 Reported Fault Main board + heat pad faulty Repair/Maintenance Need Board and pad replacement	1				
51	Item/Model: Automatic Water Distillation Lab/Location GL2 Reported Fault Main board + heat pad faulty Repair/Maintenance Need Board and pad replacement	1				
52	Item/Model Stereo Microscope Lab/Location GL-1 Reported Fault Light button malfunction Repair/Maintenance Need Button repair	1				
53	Item/Model Microscope Lab/Location GL-1 Reported Fault Lens issue Repair/Maintenance Need Lens replacement	1				
54	Item/Model CO ₂ Culturing Box Lab/Location MVL/G03 Reported Fault Not operational Repair/Maintenance Need Major repair	1				
55	Item/Model Microscope Nikon YS 100 Lab/Location MPHL Reported Fault Lens scratched Repair/Maintenance Need Lens replacement	1				
56	Item/Model Water Bath (Bioer N1-13S) Lab/Location MPHL Reported Fault Thermostat fault Repair/Maintenance Need Thermostat repair	1				
57	Item/Model Fluorescent Microscope Camera (Leica 300FX) Lab/Location MPHL Reported Fault Camera malfunction Repair/Maintenance Need Camera repair/replacement	1				
58	Item/Model Water Bath Lab/Location BMBB Reported Fault Heating control fault Repair/Maintenance Need Heating system repair	1				
59	Item/Model Distillator Glass System (Irmeco IM-50) Lab/Location MPHL Reported Fault Glass body + regulator damaged Repair/Maintenance Need Glass replacement	1				
60	Item/Model HPLC (PerkinElmer Series 200) Lab/Location MPHL Reported Fault Motherboard failure (NCI 900 unit) Repair/Maintenance Need Motherboard replacement	1				
Total Cost (Inclusive of GST)						

- The bid is submitted without any conditions.

- All the terms and conditions set forth by COMSATS University Islamabad in this tender are acceptable unconditionally, including **bid validity, delivery time.**
- **Interested bidder are advised to inspect the equipment for clarity regarding repairable components / items and may visit CUI during office Working hour 9:00 AM TO 5:00 PM for assessment and please contact with focal person namely Mr Zeeshan Hayder Contact No: 0333-5762293 and Naheed Abbasi Contact No 0321-5068545.**

Name of Authorized Person:

Date:

Signature

Official Company Seal:

1. Technical Compliance Performa

(On Company's Letterhead)

Ref No: _____

NTN: _____

Date: _____

GST: _____

Repair and Maintenance of Lab Instrument for Bioscience Department

SN	Specification	Brand Name being offered if any	Compliance	Non-Compliance	Higher if any
1	Item/Model Thermal Cycler Lab/Location: FGL/111 Reported Fault: Unknown malfunction Repair/Maintenance Need: Diagnostic check required				
2	Item/Model: Thermal Cycler Lab/Location: FGL/Core Lab Reported Fault: Calibration required Repair/Maintenance Need: Professional calibration service				
3	Item/Model: Master Cycler Lab/Location: BMBB Reported Fault: Display panel malfunction Repair/Maintenance Need: Replace/repair display unit				
4	Item/Model: StepOne Real-Time PCR Lab/Location: TGL Reported Fault: Calibration failure Repair/Maintenance Need: Recalibration/service check				
5	Item/Model: Thermal Cycler Lab/Location: FGL/111 Reported Fault: Not operational Repair/Maintenance Need: Major repair				
6	Item/Model: Thermal Cycler Lab/Location: MVL/G03 Reported Fault: Heating lid issue Repair/Maintenance Need: Lid heating system repair				
7	Item/Model: : PCR Machine Lab/Location: GL-1 Reported Fault: : PCBA dysfunction, error mode Repair/Maintenance Need: Circuit board repair/replacement				
8	Item/Model: Thermocycler (Biometra) Lab/Location: MPHL				

	Reported Fault: General repair needed Repair/Maintenance Need: Service check				
9	Item/Model: Thermocycler (BioRad PTC-1148) Lab/Location: MPHL Reported Fault: Possible lid issue Repair/Maintenance Need: Lid repair/replacement				
10	Item/Model: ABI PCR System 9700 Lab/Location: TGL Reported Fault: Powers ON only Repair/Maintenance Need: Electrical/system repair				
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13	Item/Model: ProFlex PCR System Lab/Location: TGL Reported Fault: : Not working properly Repair/Maintenance Need: Service check				
14	Item/Model: Centrifuge Lab/Location: CGEL Reported Fault: : Rotor balancing problem Repair/Maintenance Need: Rotor alignment service				
15	Item/Model: : Centrifuge Lab/Location: FGL/111 Reported Fault: Not operational Repair/Maintenance Need: Full repair/replacement				
16	Item/Model: Steel Buckets (15 mL) Lab/Location: AMBL Reported Fault: Buckets damaged/missing Repair/Maintenance Need: New fabrication				
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	Reported Fault: Heating issue Repair/Maintenance Need: : Heating element repair				
32	Item/Model: Hot Plate with Magnetic Stirrer Lab/Location BMBB Reported Fault Not operational Repair/Maintenance Need Replacement required				
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40	Item/Model Nanodrop Spectrophotometer Lab/Location BMBB Reported Fault Detection problem Repair/Maintenance Need Optical system repair				
41	Item/Model Spectrophotometer Lab/Location FGL/111 Reported Fault Calibration required Repair/Maintenance Need Calibration service				
42	Item/Model Spectrophotometer Lab/Location GL-1 Reported Fault UV Lamp Fault				

	Repair/Maintenance Need Lamp replacement				
43	Item/Model Micro UV-Vis Spectrophotometer Lab/Location TGL Reported Fault Not operational Repair/Maintenance Need Major repair				
44	Item/Model Vertical Gel Electrophoresis Lab/Location GL-1 Reported Fault Wire broken Repair/Maintenance Need Wire replacement				
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55	Item/Model Microscope Nikon YS 100 Lab/Location MPHL Reported Fault Lens scratched Repair/Maintenance Need Lens replacement				
56	Item/Model Water Bath (Bioer N1-13S) Lab/Location MPHL Reported Fault Thermostat fault Repair/Maintenance Need Thermostat repair				
57	Item/Model Fluorescent Microscope Camera (Leica 300FX) Lab/Location MPHL Reported Fault Camera malfunction Repair/Maintenance Need Camera repair/replacement				
58	Item/Model Water Bath Lab/Location BMBB Reported Fault Heating control fault Repair/Maintenance Need Heating system repair				
59	Item/Model Distillator Glass System (Irmeco IM-50) Lab/Location MPHL Reported Fault Glass body + regulator damaged Repair/Maintenance Need Glass replacement				
60	Item/Model HPLC (PerkinElmer Series 200) Lab/Location MPHL Reported Fault Motherboard failure (NCI 900 unit) Repair/Maintenance Need Motherboard replacement				

- The bid is submitted without any conditions.
- All the terms and conditions set forth by COMSATS University Islamabad are acceptable unconditionally, including **bid validity, delivery time.**
- I understand that blank technical sheet / non-mentioning of Brand and Model shall make my bid non-responsive and may result in the rejection of my bid.
- **Interested bidders are advised to inspect the equipment for clarity regarding repairable components / items and may visit CUI during office Working hour 9:00 AM TO 5:00 PM for assessment and please contact with focal person namely Mr. Zeeshan Hayder Contact No: 0333-5762293 and Naheed Abbasi Contact No 0321-5068545.**

Name of Authorized Person:

Date:

Signature

Official Company Seal:

2. General Terms & Conditions of the Tender

- i. No tender/bid shall be considered if: -
 - a) Not uploaded through EPADS.
 - b) Received without required documentation or deficiency in required documentation.
 - c) Received without bid security.
 - d) In contradiction with the specification given by the CUI.
 - e) Received with any condition.
 - f) **Must** ensure the quality of work is done as per standard and satisfaction up to the acceptance of CUI. In case of failure, 5% to 10% of the ordered value shall be deducted from the invoice.
 - g) The bidder is in litigation with CUI or is blacklisted by any organization or is notified as blacklisted on PPRA website.

3. Contact person and Submission of Bids:

- i. Contact Person for all inquiries, clarifications and bid submission shall be:

In-Charge Procurement
COMSATS University Islamabad
2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,
Tel: 051-90495242, 051-9049-5154, 051-9049-5122
Email: mazhar_khan@comsats.edu.pk

4. Validity of Bids:

- i. The Bid shall remain valid as mentioned in **Table 1** of the tender document.
- ii. Any bidder/firm/ company which refuses to accept the Work Order based on market price escalation shall result in forfeiting the bid security. CUI may also impose a ban from business with it for a period of 6 months or 01 year.

5. Price of the Bid:

- i. Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account.
- ii. Applicable Income tax and GST shall be deducted at source and as per rules. In case of exemption, please mention and attach proper documentation duly verified from the concerned tax authorities. However, CUI may accept the exemption certificate. In case of non-acceptance, CUI shall deduct all applicable taxes as per tax rate. CUI shall provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.
- iii. In the case of tie in rates of the bidders, award of contract shall be decided through balloting in the presence of the of the bidders.
- iv. Unit price shall be taken up to 1 decimal point. The total cost shall be round-up to zero decimal.

- v. In case of any conflict in the price/cost quoted by the bidder, the unit cost (Exclusive of GST) quoted by the bidder shall be considered for calculation.
- vi. In case GST is not mentioned, the prices shall be considered as inclusive of GST.

6. Bid Currencies & Bid Security:

- i. Bid prices shall be quoted in Pak Rupees.
- ii. The currency of the bid security shall also be in Pak Rupees.
- iii. The Bidder shall furnish, as part of its bid, bid security as specified in **Table 1** of the tender document. The bid security is required to protect CUI against the risk of Bidder's default which would warrant the security's forfeiture.
- iv. The bid security shall be in favor of **COMSATS University Islamabad (FTN/NTN: 9013701-9)**, in any of the following form:
 - a. Bank Draft
 - b. Pay Order
- v. A scanned copy of bid security is required to be uploaded through EPADS and hard copy must be submitted physically on the closing date of the tender to COMSATS University Islamabad on the address given in the tender notice.
- vi. No personal cheques shall be acceptable at any cost. Also, any previous bid security shall not be considered or carried forward.
- vii. The bid security found deficient of the required amount shall not be considered.
- viii. Unsuccessful bidders' bid security shall be released and returned promptly as the successful bidder gives consent to the work order or signs the contract agreement, whichever is applicable.
- ix. The bid security of the bidder shall be forfeited if the bidder:
 - a. Requests for withdrawal of his bid during the evaluation process.
 - b. Does not accept the correction of arithmetic errors in its bid.
- x. The bid security of the successful bidder shall be forfeited if the bidder:
 - a. Fails to accept the work order/sign the contract agreement after announced as successful Bidder.
 - b. Fails to comply with the requirement of the bid and contract.

7. Clarification of Bidding Document:

- i. During evaluation of the bid(s), CUI may, at its discretion, ask the Bidder for a clarification of its bid and such information imperative for evaluation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted. In

case the bidder fails to respond within given deadline, the bidder shall be considered as non-responsive and shall be disqualified from the bidding process.

- ii. In case any **holiday** is announced by the Govt. OR any unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure/ Situation), the tenders will be opened on the very next working day or CUI will notify the date of opening on its website. Time and place will remain as initially mentioned in the tender notice.
- iii. The bidder who had either already submitted their bid or handed over the bid to the **courier** prior to the issuance of any such addendum shall have the right to withdraw its already filed bid and submit the revised bid prior to the bid submission deadline.
- iv. **Delays** in the mail or courier, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place in time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail to the concerned Office.

8. Opening of Bids:

- i. CUI shall open all bids through EPADS at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

9. Influencing the evaluation process:

- i. No Bidder shall contact CUI on any matter relating to evaluation of its bid, from the time of bid opening to the time evaluation report is made public. If the Bidder wishes to bring additional information or has a grievance to submit, it should do so through EPADS.
- ii. Any effort by a Bidder to influence CUI during bid evaluation may result in disqualification of the bid.

10. Qualification & Evaluation of Bids:

- i. CUI shall determine whether the Bidder is qualified to perform the Contract satisfactorily, in accordance with the criteria & qualification specified in the tender document.
- ii. The qualification shall be based upon an examination of the documentary evidence submitted by the Bidder, as well as such other information as CUI deem necessary and appropriate.
- iii. CUI shall technically evaluate and compare the bids which have been determined to be substantially responsive, as per evaluation criteria given in the tender document.
- iv. The bidder's financial evaluation of a bid shall be based on the lowest evaluated bid inclusive of all prevailing taxes and duties.
- v. CUI shall examine the bids as whether:
 - a. They are complete in all respect;

- b. Free from computational error;
 - c. Required financial sureties have been furnished;
 - d. The documents have been properly signed.
- vi. Arithmetical errors shall be rectified on the following basis:
- a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price (exclusive of tax) shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, the bid shall be rejected, and the bid security shall be forfeited.
 - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
- vii. CUI may waive any minor non-conformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- a. *Explanation: A minor non-conformity is one that is merely a matter of form and not of substance. It also pertains to some immaterial deficiency in a Bid or variation of a bid from the exact requirements of the tender document that can be corrected or waived without being prejudicial to other bidders. The deficiency is immaterial when the affect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. CUI shall either give the bidder an opportunity to correct any deficiency in a bid or waive the deficiency, whichever is advantageous to CUI.*
- viii. Prior to the detailed evaluation, CUI shall determine the substantial responsiveness of each bid to the bidding documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- ix. Deficiency in bid security, Applicable Law and Taxes and Duties shall be deemed to be a material deviation. The CUI 's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- x. If a bid is not substantially responsive, it shall be rejected and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

11. Notification of Evaluation Reports:

- i. The evaluation report shall be notified through EPADS.

12. Corrupt or Fraudulent Practices & Blacklisting:

- i. The bidders shall be required to observe the highest standard of ethics during the procurement and execution of contracts. For the purpose of this provision, the terms set forth below are defined as under:
 - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

- b. "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of CUI;
 - c. "Collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive CUI of the benefits of free and open competition.
- ii. CUI shall have the right to reject a proposal for award if it determines that the bidder had been engaged in corrupt or fraudulent practices in the past with any organization.
 - iii. Any bidder/firm/company which is blacklisted by any organization and/or notified as blacklisted by PPRA shall be considered disqualified from the bidding process unless and until it is de-notified on PPRA website.
 - iv. If it at any time, CUI determines that the firm has engaged in corrupt, fraudulent, or collusive practices in competing for, or in executing the contract, it shall sanction/ban a bidder/firm/company, in accordance with prevailing Blacklisting procedures under Federal Public Procurement Rules.

13. Right to Accept or Reject Bids:

- i. Under PPRA Rule 33(1), CUI may reject bids or proposals at any time prior to the acceptance of a bid or proposal, without incurring any liability to the bidder(s).

14. Award of Contract:

- iii. After scrutiny of all bidding documents, the final evaluation report shall be uploaded to EPADS, and the work order/purchase order shall be issued on the basis of most advantageous bid as mentioned in **Table 1** of the tender document.
- ii. The successful bidder shall immediately sign a contract agreement / give consent to the Work Order/Purchase Order. The bidder shall bear all the stamp duties and expenses for the purpose of contract agreement/Work Order/Purchase Order, if any.

15. Notification of Award:

- i. The notification of award shall constitute the formation of the Agreement/Work Order/Purchase Order.
- ii. Upon the successful bidder's signing the contract agreement/acceptance/consent to the Work Order/Purchase Order, CUI will promptly notify the unsuccessful bidder(s) and will release its bids security.
- iii. **Q**uantity / Items may increase/Decrease as per CUI requirements subject of availability of funds.

16. Delivery Information for deliverable items:

- i. The supply shall be made to CUI as mentioned in **Table 1** of the tender document.

- ii. In case of delay in delivery and installation the vendor may submit a written request for extension in delivery time, giving valid justification with proof.
- iii. CUI may extend the delivery time and installation according to the reason of delay with the condition of deductions in percentage (0% to 10%) from the total bill as penalty. The decision shall be communicated to the vendor for extension along with [percentage of deduction, if any]. In case of non-responsiveness/non-acceptance by the vendor, the work order shall automatically be cancelled, the bid security shall be forfeited. CUI may also impose a ban from business with it for a period of six months.
- iv. CUI may reject the request for extension, in which case, the work order shall be cancelled, the bid security shall be forfeited. CUI may also impose a ban from business with CUI for a period of six months.
- v. Vendor may ensure the delivered equipment shall be as per issued purchase order and brand new including all necessary accessories, otherwise delivery shall not be accepted.
- vi. The bills along with delivery challan (duly signed by authorized official of CUI) shall be submitted to the Procurement Office for further necessary payment process. Any deficiency in bill/supporting documentation shall be removed by the vendor.
- vii. Any defective item(s) shall be replaced by the vendor during the warranty period, free of cost, within one-week is time. In case of failure to supply the specific item, CUI shall purchase the item on risk and cost of the supplier, to be deducted from the bidder's bid security or performance guarantee.
- viii. Payment shall be made as per actual quantity delivered & accepted to CUI.
- ix. Samples are mandatory where specifically demanded and bid without samples shall be considered non-responsive. No sample(s) shall be accepted after the closing date of the tender. Sample(s) other than the demanded item(s) shall not be considered.
- x. After technical evaluation of bids, sample(s) provided by bidders may be picked up from the procurement section within 30 days from the date of technical bid evaluation announcement. Failure on the part of the bidder(s) to collect his samples within the stipulated time shall allow CUI to dispose-off the samples.
- xi. In cases lowest evaluated bidder refuses or fails to supply the item(s)/execute the work within the deadline(s), the Work Order may be offered to the next lowest bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder (2nd-1st) is less than or equal to the earnest money (General Economic Principle). Same principle for 3rd, 4th lowest bidders and so on.

17. For Services Information:

- i. All services payment shall be released on the completion of the particular service with the provision of evidence/ completion document that the awarded work has been performed successfully.

- ii. Services should be provided within the defined timeline given in the tender document or as per the project needs.
- iii. Defects Liability to be removed as per directions of Project In charge/Supervisor of CUI.
- iv. 05% retention money will be deducted from the invoice till the completion of defects liability period and the defect liability period is 06 months.

18. Legal Document

- i. The Tender document and Contract agreement/Work Order/Purchase Order altogether shall have legal binding on all bidders.

19. Declaration Form

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

- a) I understand that by inserting any condition in my bid consciously or unconsciously shall automatically disqualify me from the bidding process.
- b) By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.
- c) All the information furnished by me here-in is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
- e) I agree that the decision of CUI in selection shall be final and binding to me.
- f) I have read the instructions appended to the proforma and I understand that if any false information in the document is noticed at a later stage, CUI is at liberty to act in a manner in accordance with the applicable rules and terms & conditions of the tender, which may include Penalty AND/OR forfeiting of bid security AND/OR blacklisting for future tendering with CUI AND/OR bar from business with CUI for a period of six months.

Tender Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	